

Cambridge EDA Meeting – Monday, August 16, 2021, 5:45 pm
City Council Chambers, 300 3rd Avenue NE
Meeting Announcement and Agenda

Members of the audience are encouraged to follow along with the meeting's agenda. Agendas are available on the table just outside the Council Chambers entrance door.

Tentative Time	Agenda Item
	1. Call to Order
	2. Approval of Agenda
	3. Consent Agenda
	A. Approval of June 21, 2021 meeting minutes (p. 3)
	B. Approve EDA Draft May and June 2021 Financial Statements (p. 5)
	C. Approve EDA Admin Division Bills Checks # 120287- # 120746 Totaling \$173,545.08 (p. 29)
	D. Approval of July 27, 2021 special meeting minutes (p. 44)
	E. Housing Supervisor's Monthly Report (p. 45)
	4. Work Session
	5. Unfinished Business
	6. New Business
	A. Resolution EDA R21-003 Adjust Fair Market Rent (p. 46)
	B. Lighting on Maintenance/Residence Garage (p. 48)
	7. Adjourn

Notice to the hearing impaired: Upon request to City Staff, assisted hearing devices are available for public use. Accommodations for wheelchair access, Braille, large print, etc. can be made by calling City Hall at 763-689-3211 at least three days prior to the meeting.

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Cambridge Economic Development Authority (EDA)

Regular Meeting Minutes – June 21, 2021

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, June 21, 2021 at Cambridge City Center, 300 3rd Ave NE, Cambridge, Minnesota, 55008.

Members Present: EDA Board Members Bob Shogren, Lisa Iverson, Jim Godfrey and Kersten Conley.

Member Absent: EDA Board Member Mark Ziebarth.

Staff present: Executive Director Moe, Housing Supervisor Deb Barrett, City Administrator Vogel, and Assistant City Administrator Lewis, Police Chief Schuster, Public Works Director Schwab, and GIS Coordinator Pixley.

Call to Order

Shogren called the meeting to order at 5:45 p.m.

Approval of Agenda

Vogel wished to add item 3E – Request for Consent to Sign Documents as Related to the Preserve Apartments. Conley moved, seconded by Godfrey, to approve the amended agenda. Motion carried unanimously.

Consent Agenda

Iverson moved, seconded by Godfrey, to approve consent agenda items A – E:

- A. Approval of May 17, 2021 meeting minutes
- B. Approve EDA Draft April 2021 Financial Statements
- C. Approve EDA Admin Division Bills Checks # 119966- # 120265 Totaling \$30,720.58
- D. Housing Supervisor's Monthly Report
- E. Request for Consent to Sign Documents as Related to the Preserve Apartments

Upon call of the roll, Shogren, Iverson, Godfrey, and Conley all voted aye. Motion carried unanimously.

Work Session

There were no items under the work session.

Unfinished Business

Capital Project-Shower Stall/Bathtub Resurfacing

Barrett apprised the members of their previous authorization for staff to solicit proposals for the repairs and resurfacing of 43 shower stall and one bathtub at Bridge Park Apartments. She said two proposals were received from Surface Renewal for \$42,500 and from Surface

Specialists Metro for \$36,300. Conley moved, seconded by Godfrey, to accept the bid from Surface Specialists Metro in the amount of \$36,300, and authorized Executive Director Moe to sign the contract for work to be performed with the payment terms as presented. Motion passed unanimously.

New Business

Cable Contract with MIDCO

Moe informed the board that cable costs have increased in recent years, and the charges being collected from Bridge Park residents is not enough to cover the cable charges being assessed. She said staff has contacted Midco to see if they could reduce their costs on the bulk cable contract currently in place, but the reduction is still not enough to “breakeven” with what would likely be collected from residents. Moe believes it would be best to end the bulk cable contract when it expires, and allow residents to request services directly with Midco if they wish. Conley asked if it was Midco that was raising prices, and Moe stated that it was not. She said it was a combination of rate increases for specific channels along with fewer residents wanting the cable services. Shogren asked if ending the contract would impact internet access too, and Moe stated that the contract was for cable television only and did not include internet services.

Moe recommended notifying the residents the Cambridge EDA will not be renewing the cable contract, and that they can contract with Midco individually if they would like to continue services. She also recommended continuing cable services for the television that is in the Community Room, to allow residents that do not have other television access to monitor severe weather or emergencies if necessary. Moe said the Housing Supervisor could develop a “check-out” routine for residents that would like to use the television during other non-emergency times. Shogren asked if residents who do not wish to have cable can access over-the-air channels, and Barrett said there is an antenna that residents can hook up to. Shogren didn’t think the cable in the Community Room was necessary then. Godfrey moved, seconded by Iverson, to approve notifying residents and Midco that the Cambridge EDA will not be renewing bulk cable after the current agreement expires, and residents will be allowed to contract with Midco individually for cable in the future if desired. Motion passed unanimously.

Adjournment

Conley moved, seconded by Godfrey, to adjourn the meeting at 5:54 p.m. Motion carried unanimously.

Bob Shogren, President

ATTEST:

Caroline Moe, Executive Director

CITY OF CAMBRIDGE
BALANCE SHEET
MAY 31, 2021

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10102	INVESTMENTS--PBC	120,688.15	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	127,599.51	
901-15500	PREPAID EXPENSES	323.50	
901-16100	LAND AND LAND IMPROVEMENTS	134,042.37	
901-16200	BUILDINGS AND STRUCTURES	474,877.78	
901-16250	BUILDING IMPROVEMENTS	1,239,980.52	
901-16300	SITE IMPROVEMENTS	103,618.10	
901-16350	NON-DWELLING STRUCTURES	76,009.20	
901-16400	FURNITURE, EQUIPMENT, MACH-DWE	34,782.90	
901-16450	FURN, EQUIP, MACH-ADMIN	42,422.71	
901-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(1,770,802.85)	
	TOTAL ASSETS		583,541.89

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	1,791.55	
901-22600	TENANT SECURITY DEPOSITS	32,244.25	
	TOTAL LIABILITIES		34,035.80

FUND EQUITY

901-27200	UNRESTRICTED NET ASSETS	229,117.42	
901-27300	INVESTED IN CAPITAL ASSETS	301,555.77	
901-27400	HUD OPERATING RESERVE MEMO	227,249.46	
901-27500	HUD OPERATING RESERVE CONTRA	(227,249.46)	
	UNAPPROPRIATED FUND BALANCE. REVENUE OVER EXPENDITURES - YTD	18,832.90	
	BALANCE - CURRENT DATE	18,832.90	
	TOTAL FUND EQUITY		549,506.09
	TOTAL LIABILITIES AND EQUITY		583,541.89

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2021

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
901-33160 OPERATING GRANTS-HUD	70,000.00	70,000 00	23,121 00	46,879.00	33 03	73,071 00
901-33161 COVID 19 OPERATING GRANT	00	.00	00	00	00	11,246 00
TOTAL INTERGOVERNMENTAL REVE	70,000.00	70,000 00	23,121 00	46,879.00	33 03	84,317 00
<u>INTEREST & MISC INCOME</u>						
901-36210 INTEREST EARNINGS	300 00	300 00	521.76	(221 76)	173 92	400.64
TOTAL INTEREST & MISC INCOME	300 00	300 00	521.76	(221.76)	173 92	400 64
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	170,000 00	170,000 00	74,302 00	95,698.00	43 71	182,047.00
901-37221 LAUNDRY INCOME BRIDGE PARK	4,000 00	4,000 00	1,392.49	2,607 51	34 81	3,114 26
TOTAL RENTAL INCOME	174,000 00	174,000 00	75,694 49	98,305 51	43 50	185,161.26
<u>OTHER FINANCING SOURCES</u>						
901-39203 TRANSFERS FROM OTHER FUNDS	35,000 00	35,000 00	.00	35,000 00	00	27,525 00
TOTAL OTHER FINANCING SOURCES	35,000 00	35,000 00	00	35,000 00	00	27,525 00
TOTAL FUND REVENUE	279,300.00	279,300 00	99,337.25			297,403 90

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2021

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
LOW RENT ADMINISTRATION						
<i>PERSONAL SERVICES</i>						
901-49500-103 ADMIN PART-TIME - REGULAR	36,990.00	36,990.00	14,489.22	(22,500.78)	39.17	32,674.18
901-49500-121 PERA (EMPLOYER)	2,774.00	2,774.00	1,086.71	(1,687.29)	39.17	2,450.56
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,830.00	2,830.00	1,000.30	(1,829.70)	35.35	2,231.06
901-49500-131 MEDICAL/LIFE/DENTAL	10,344.00	10,344.00	4,962.70	(5,381.30)	47.98	8,435.94
901-49500-151 WORKERS' COMPENSATION PREMIU	280.00	280.00	43.76	(236.24)	15.63	138.82
901-49500-154 HRA/FLEX FEES	100.00	100.00	35.50	(64.50)	35.50	68.65
TOTAL PERSONAL SERVICES	53,318.00	53,318.00	21,618.19	(31,699.81)	40.55	45,999.21
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	1,976.00	1,976.00	290.02	(1,685.98)	14.68	1,931.42
TOTAL SUPPLIES	1,976.00	1,976.00	290.02	(1,685.98)	14.68	1,931.42
<i>OTHER SERVICES AND CHARGES</i>						
901-49500-304 LEGAL FEES	500.00	500.00	.00	(500.00)	.00	.00
901-49500-306 AUDITING	3,000.00	3,000.00	2,300.00	(700.00)	76.67	2,000.00
901-49500-313 IT MGMT & BACKUP	4,700.00	4,700.00	2,437.00	(2,263.00)	51.85	5,330.40
901-49500-321 TELEPHONE EXPENSE	6,700.00	6,700.00	2,494.04	(4,205.96)	37.22	6,142.35
901-49500-322 POSTAGE	50.00	50.00	.00	(50.00)	.00	110.00
901-49500-331 TRAVEL/MEALS/LODGING	100.00	100.00	.00	(100.00)	.00	55.78
901-49500-340 ADVERTISING	300.00	300.00	11.28	(288.72)	3.76	24.50
TOTAL OTHER SERVICES AND CHA	15,350.00	15,350.00	7,242.32	(8,107.68)	47.18	13,663.03
<i>MISCELLANEOUS</i>						
901-49500-413 RENTALS - OFFICE EQUIPMENT	200.00	200.00	89.79	(110.21)	44.90	174.03
901-49500-433 DUES AND SUBSCRIPTIONS	3,100.00	3,100.00	2,904.00	(196.00)	93.68	2,884.00
901-49500-440 STAFF TRAINING	400.00	400.00	.00	(400.00)	.00	85.00
TOTAL MISCELLANEOUS	3,700.00	3,700.00	2,993.79	(706.21)	80.91	3,143.03
TOTAL LOW RENT ADMINISTRATION	74,344.00	74,344.00	32,144.32	(42,199.68)	43.24	64,736.69

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING MAY 31, 2021

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>LOW RENT TENANT SERVICES</u>						
<i>SUPPLIES</i>						
901-49600-210 REC, PUB & OTHER SERVICES	4,000 00	4,000.00	950 16	(3,049.84)	23.75	6,416.60
<i>TOTAL SUPPLIES</i>	4,000 00	4,000 00	950.16	(3,049 84)	23.75	6,416 60
TOTAL LOW RENT TENANT SERVICE	4,000 00	4,000 00	950.16	(3,049 84)	23.75	6,416 60

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2021

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
LOW RENT MAINTENANCE						
<i>PERSONAL SERVICES</i>						
901-49700-103 MAINT PT EMPLOYEES - REGULAR	24,000 00	24,000 00	7,614 56 (16,385 44)	31 73	17,059.86
901-49700-121 PERA (EMPLOYER)	1,800.00	1,800.00	571 08 (1,228 92)	31 73	1,268.45
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,836.00	1,836 00	525 49 (1,310 51)	28.62	1,250 92
901-49700-131 MEDICAL/DENTAL/LIFE	5,172.00	5,172 00	2,290 50 (2,881.50)	44 29	4,218 00
901-49700-151 WORKERS' COMPENSATION PREMIU	1,584 00	1,584 00	208 41 (1,375 59)	13 16	789 88
TOTAL PERSONAL SERVICES	34,392 00	34,392 00	11,210 04 (23,181 96)	32 59	24,587 11
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	4,000 00	4,000 00	3,725 79 (274.21)	93.14	2,825.38
901-49700-212 FUEL PURCHASE	200 00	200 00	00 (200 00)	00	.00
TOTAL SUPPLIES	4,200 00	4,200 00	3,725 79 (474 21)	88 71	2,825.38
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	35,000 00	35,000 00	10,542 81 (24,457 19)	30 12	40,761 75
901-49700-360 INSURANCE AND BONDS	11,364.00	11,364 00	00 (11,364.00)	00	10,826 00
901-49700-370 PAYMENT IN LIEU OF TAXES	13,000 00	13,000 00	00 (13,000.00)	00	14,187 00
901-49700-381 ELECTRIC UTILITIES	36,000 00	36,000 00	16,660 88 (19,339 12)	46.28	36,458 79
901-49700-382 WATER/WASTEWATER UTILITIES	9,000 00	9,000.00	2,782 65 (6,217 35)	30 92	6,808 82
901-49700-383 GAS UTILITIES	3,000.00	3,000 00	1,107 30 (1,892.70)	36.91	1,527 75
901-49700-384 REFUSE HAULING	4,000 00	4,000 00	1,380.40 (2,619 60)	34 51	3,784.38
TOTAL OTHER SERVICES AND CHA	111,364 00	111,364 00	32,474 04 (78,889.96)	29 16	114,354.49
<i>MISCELLANEOUS</i>						
901-49700-420 DEPRECIATION EXPENSE	45,000 00	45,000 00	00 (45,000.00)	.00	42,476 65
TOTAL MISCELLANEOUS	45,000 00	45,000.00	00 (45,000.00)	00	42,476 65
<i>IMPROVEMENTS/BETTERMENTS</i>						
901-49700-501 REPLACEMENT OF EQUIPMENT	3,000 00	3,000 00	00 (3,000.00)	00	00
901-49700-502 BETTERMENTS AND ADDITIONS	3,000 00	3,000 00	00 (3,000 00)	00	00
TOTAL IMPROVEMENTS/BETTERM	6,000 00	6,000 00	.00 (6,000 00)	00	.00
TOTAL LOW RENT MAINTENANCE	200,956 00	200,956 00	47,409 87 (153,546.13)	23 59	184,243.63

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING MAY 31, 2021

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	279,300 00	279,300 00	80,504 35			255,396 92
NET REVENUES OVER EXPENDITURE	.00	.00	18,832 90			42,006 98

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2021

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST</u>						
205-36210 INTEREST EARNINGS	.00	00	00	00	00	12,253.79
TOTAL INTEREST	00	00	.00	00	00	12,253.79
<u>MALL OPERATING REVENUES</u>						
205-37200 MISCELLANEOUS	00	00	00	00	.00	500.00
205-37220 RENTAL FEES	240,000.00	240,000.00	106,602.60	133,397.40	44.42	272,360.81
TOTAL MALL OPERATING REVENUES	240,000.00	240,000.00	106,602.60	133,397.40	44.42	272,860.81
<u>TRANSFERS FROM OTHER FUNDS</u>						
205-39203 TRANSFERS FROM OTHER FUNDS	130,000.00	130,000.00	00	130,000.00	00	294,391.00
TOTAL TRANSFERS FROM OTHER FU	130,000.00	130,000.00	00	130,000.00	00	294,391.00
TOTAL FUND REVENUE	370,000.00	370,000.00	106,602.60			579,505.60

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2021

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
EDA ADMINISTRATION						
<i>PERSONAL SERVICES</i>						
205-41930-101 FULL-TIME EMPLOYEES - REGULAR	00	.00	.00	00	00	152,366.87
205-41930-112 EDA MEETING PAYMENTS	2,500.00	2,500.00	875.00	(1,625.00)	35.00	1,189.84
205-41930-121 PERA (EMPLOYER)	00	00	00	00	00	7,544.47
205-41930-122 FICA/MEDICARE (EMPLOYER)	191.00	191.00	66.93	(124.07)	35.04	7,480.92
205-41930-131 MEDICAL/DENTAL/LIFE	00	00	(1,519.80)	(1,519.80)	00	19,560.30
205-41930-133 DEDUCTIBLE CONTRIBUTION	00	00	00	00	.00	1,200.00
205-41930-151 WORKERS' COMPENSATION PREMIU	00	00	00	.00	00	371.55
205-41930-154 HRA/FLEX FEES	00	00	00	.00	00	68.65
TOTAL PERSONAL SERVICES	2,691.00	2,691.00	(577.87)	(3,268.87)	(21.47)	189,782.60
<i>SUPPLIES</i>						
205-41930-201 OFFICE SUPPLIES	250.00	250.00	00	(250.00)	.00	228.99
205-41930-221 REPAIR & MAINT VEH/EQUIPMENT	200.00	200.00	00	(200.00)	00	00
205-41930-240 SMALL TOOLS & MINOR EQUIPMENT	3,300.00	3,300.00	00	(3,300.00)	.00	00
TOTAL SUPPLIES	3,750.00	3,750.00	00	(3,750.00)	.00	228.99
<i>OTHER SERVICES & CHARGES</i>						
205-41930-304 MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	1,768.87	(3,231.13)	35.38	3,675.00
205-41930-313 IT MGMT & BACKUP	3,000.00	3,000.00	2,437.00	(563.00)	81.23	5,330.40
205-41930-321 TELEPHONE/CELLULAR	1,400.00	1,400.00	448.47	(951.53)	32.03	1,084.45
205-41930-331 TRAVEL/MEALS/LODGING	800.00	800.00	00	(800.00)	.00	6.10
205-41930-334 MILEAGE REIMBURSEMENT	1,200.00	1,200.00	00	(1,200.00)	.00	202.40
205-41930-351 LEGAL NOTICES/ORD PUB	200.00	200.00	00	(200.00)	00	20.00
205-41930-360 INSURANCE AND BONDS	2,100.00	2,100.00	00	(2,100.00)	00	1,922.49
205-41930-381 ELECTRIC UTILITIES	00	00	432.93	432.93	00	1,744.69
205-41930-382 WATER/SEWER/STORM PROPERTY A	75.00	75.00	00	(75.00)	00	41.86
205-41930-383 GAS UTILITIES	00	00	86.40	86.40	00	456.92
TOTAL OTHER SERVICES & CHARG	13,775.00	13,775.00	5,173.67	(8,601.33)	37.56	14,484.31
<i>MISCELLANEOUS</i>						
205-41930-407 HWY 95 PROPERTY ACQ MAINT EXP	15,000.00	15,000.00	00	(15,000.00)	00	26,080.00
205-41930-430 MISCELLANEOUS	.00	00	56.00	56.00	.00	46.00
205-41930-433 DUES AND SUBSCRIPTIONS	2,800.00	2,800.00	875.00	(1,925.00)	31.25	295.00
205-41930-440 SCHOOLS & MEETINGS	1,500.00	1,500.00	400.00	(1,100.00)	26.67	704.00
205-41930-451 TAX ABATEMENT-MOTEK/TEAM IND	30,000.00	30,000.00	00	(30,000.00)	00	28,618.78
205-41930-489 IND PARK MARKETING	10,500.00	10,500.00	00	(10,500.00)	00	2,400.00
205-41930-497 EDA ADM-WEB SITE MAINT	3,000.00	3,000.00	00	(3,000.00)	00	00
TOTAL MISCELLANEOUS	62,800.00	62,800.00	1,331.00	(61,469.00)	2.12	58,143.78
TOTAL EDA ADMINISTRATION	83,016.00	83,016.00	5,926.80	(77,089.20)	7.14	262,639.68

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2021

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
MALL OPERATING EXPENSES						
<i>PERSONAL SERVICES</i>						
205-47000-101 FULL-TIME EMPLOYEES - REGULAR	27,654 00	27,654.00	11,915 99	(15,738 01)	43 09	28,009.77
205-47000-102 FULL-TIME EMPLOYEES - OVERTIME	1,000 00	1,000.00	00	(1,000 00)	00	.00
205-47000-103 TEMPORARY EMPLOYEE	7,000.00	7,000.00	2,345 48	(4,654.52)	33.51	4,006 79
205-47000-121 PERA (EMPLOYER)	4,904 00	4,904 00	893 70	(4,010 30)	18 22	2,088 36
205-47000-122 FICA/MEDICARE (EMPLOYER)	5,003 00	5,003.00	1,061 77	(3,941 23)	21 22	2,367 24
205-47000-131 MEDICAL/DENTAL/LIFE	8,642.00	8,642.00	4,212 10	(4,429 90)	48 74	8,321 40
205-47000-133 DEDUCTIBLE CONTRIBUTION	600 00	600 00	00	(600 00)	.00	00
205-47000-151 WORKERS' COMPENSATION PREMIU	2,593 00	2,593 00	00	(2,593 00)	00	1,266 71
205-47000-154 HRA/FLEX FEES	100.00	100 00	17.75	(82 25)	17.75	34.35
TOTAL PERSONAL SERVICES	57,496 00	57,496 00	20,446 79	(37,049 21)	35 56	46,094 62
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	200 00	200 00	89 24	(110 76)	44 62	255 34
205-47000-212 GASOLINE/FUEL	125 00	125 00	.00	(125 00)	00	23.87
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	15,000 00	15,000 00	3,155 26	(11,844 74)	21 04	10,980 21
205-47000-240 SMALL TOOLS	1,000.00	1,000 00	14 99	(985 01)	1 50	3,463 44
TOTAL SUPPLIES	16,325 00	16,325 00	3,259.49	(13,065 51)	19 97	14,722.86
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	350.00	350 00	103 77	(246 23)	29.65	252.97
205-47000-360 INSURANCE AND BONDS	6,000.00	6,000 00	00	(6,000 00)	00	4,976 00
205-47000-381 ELECTRIC UTILITIES	20,500 00	20,500 00	6,793 19	(13,706 81)	33 14	14,855 22
205-47000-382 WATER/WASTEWATER UTILITIES	5,200 00	5,200 00	1,948 71	(3,251 29)	37 48	5,009 37
205-47000-383 GAS UTILITIES	4,200 00	4,200 00	1,429 70	(2,770 30)	34 04	2,250.46
205-47000-384 REFUSE HAULING	6,800 00	6,800 00	1,731 20	(5,068.80)	25.46	5,195.18
TOTAL OTHER SERVICES & CHARG	43,050 00	43,050 00	12,006 57	(31,043 43)	27 89	32,539.20
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	16,000 00	16,000.00	4,410 64	(11,589 36)	27 57	31,905 05
205-47000-413 BNSF PARKING LOT LEASE	1,750.00	1,750.00	2,421 50	671 50	138 37	1,716 20
205-47000-440 SCHOOLS & MEETINGS	.00	00	00	00	.00	20.00
205-47000-489 OTHER CONTRACTED SERVICES	12,000.00	12,000.00	186 00	(11,814 00)	1.55	(20)
205-47000-499 MALL ROOF PROJECT	.00	00	3,815.50	3,815 50	00	31,875 20
TOTAL MISCELLANEOUS	29,750 00	29,750 00	10,833 64	(18,916 36)	36 42	65,516 25
TOTAL MALL OPERATING EXPENSES	146,621 00	146,621.00	46,546 49	(100,074.51)	31 75	158,872.93

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING MAY 31, 2021

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	229,637 00	229,637 00	52,473 29			421,512 61
NET REVENUES OVER EXPENDITURE	140,363 00	140,363.00	54,129 31			157,992 99

CITY OF CAMBRIDGE
BALANCE SHEET
JUNE 30, 2021

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10102	INVESTMENTS--PBC	120,747 66	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	132,650 33	
901-16100	LAND AND LAND IMPROVEMENTS	134,042.37	
901-16200	BUILDINGS AND STRUCTURES	474,877 78	
901-16250	BUILDING IMPROVEMENTS	1,239,980.52	
901-16300	SITE IMPROVEMENTS	103,618.10	
901-16350	NON-DWELLING STRUCTURES	76,009.20	
901-16400	FURNITURE, EQUIPMENT, MACH-DWE	34,782 90	
901-16450	FURN, EQUIP, MACH-ADMIN	42,422 71	
901-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(1,770,802 85)	
	TOTAL ASSETS		588,328 72

LIABILITIES AND EQUITY

LIABILITIES

901-22600	TENANT SECURITY DEPOSITS	30,907 00	
	TOTAL LIABILITIES		30,907 00

FUND EQUITY

901-27200	UNRESTRICTED NET ASSETS	229,117 42	
901-27300	INVESTED IN CAPITAL ASSETS	301,555 77	
901-27400	HUD OPERATING RESERVE MEMO	227,249 46	
901-27500	HUD OPERATING RESERVE CONTRA	(227,249.46)	
	UNAPPROPRIATED FUND BALANCE. REVENUE OVER EXPENDITURES - YTD	26,748 53	
	BALANCE - CURRENT DATE	26,748 53	
	TOTAL FUND EQUITY		557,421.72
	TOTAL LIABILITIES AND EQUITY		588,328 72

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2021

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
901-33160 OPERATING GRANTS-HUD	70,000.00	70,000.00	28,121.00	41,879.00	40.17	73,071.00
901-33161 COVID 19 OPERATING GRANT	.00	.00	.00	.00	.00	11,246.00
TOTAL INTERGOVERNMENTAL REVE	70,000.00	70,000.00	28,121.00	41,879.00	40.17	84,317.00
<u>INTEREST & MISC INCOME</u>						
901-36210 INTEREST EARNINGS	300.00	300.00	593.78	(293.78)	197.93	400.64
TOTAL INTEREST & MISC INCOME	300.00	300.00	593.78	(293.78)	197.93	400.64
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	170,000.00	170,000.00	88,766.00	81,234.00	52.22	182,047.00
901-37221 LAUNDRY INCOME BRIDGE PARK	4,000.00	4,000.00	1,633.85	2,366.15	40.85	3,114.26
TOTAL RENTAL INCOME	174,000.00	174,000.00	90,399.85	83,600.15	51.95	185,161.26
<u>OTHER FINANCING SOURCES</u>						
901-39203 TRANSFERS FROM OTHER FUNDS	35,000.00	35,000.00	00	35,000.00	00	27,525.00
TOTAL OTHER FINANCING SOURCES	35,000.00	35,000.00	00	35,000.00	00	27,525.00
TOTAL FUND REVENUE	279,300.00	279,300.00	119,114.63			297,403.90

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2021

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
LOW RENT ADMINISTRATION						
<i>PERSONAL SERVICES</i>						
901-49500-103 ADMIN PART-TIME - REGULAR	36,990 00	36,990 00	17,077 68	(19,912 32)	46 17	32,674 18
901-49500-121 PERA (EMPLOYER)	2,774 00	2,774 00	1,280 84	(1,493 16)	46 17	2,450 56
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,830 00	2,830 00	1,176 75	(1,653 25)	41.58	2,231 06
901-49500-131 MEDICAL/LIFE/DENTAL	10,344 00	10,344.00	5,726.19	(4,617 81)	55 36	8,435 94
901-49500-151 WORKERS' COMPENSATION PREMIU	280 00	280 00	93 04	(186 96)	33 23	138 82
901-49500-154 HRA/FLEX FEES	100 00	100 00	40 20	(59 80)	40 20	68 65
TOTAL PERSONAL SERVICES	53,318 00	53,318 00	25,394.70	(27,923 30)	47 63	45,999 21
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	1,976 00	1,976 00	613 52	(1,362 48)	31.05	1,931 42
TOTAL SUPPLIES	1,976 00	1,976.00	613 52	(1,362 48)	31 05	1,931 42
<i>OTHER SERVICES AND CHARGES</i>						
901-49500-304 LEGAL FEES	500 00	500.00	00	(500 00)	.00	00
901-49500-306 AUDITING	3,000 00	3,000 00	3,000.00	00	100 00	2,000 00
901-49500-313 IT MGMT & BACKUP	4,700 00	4,700 00	2,881 20	(1,818 80)	61.30	5,330 40
901-49500-321 TELEPHONE EXPENSE	6,700 00	6,700.00	3,107 62	(3,592 38)	46.38	6,142 35
901-49500-322 POSTAGE	50 00	50.00	00	(50 00)	00	110 00
901-49500-331 TRAVEL/MEALS/LODGING	100 00	100 00	.00	(100 00)	00	55 78
901-49500-340 ADVERTISING	300 00	300 00	11.28	(288 72)	3.76	24.50
TOTAL OTHER SERVICES AND CHA	15,350 00	15,350 00	9,000 10	(6,349 90)	58.63	13,663 03
<i>MISCELLANEOUS</i>						
901-49500-413 RENTALS - OFFICE EQUIPMENT	200 00	200 00	101 04	(98 96)	50.52	174 03
901-49500-433 DUES AND SUBSCRIPTIONS	3,100 00	3,100 00	2,904 00	(196 00)	93 68	2,884 00
901-49500-440 STAFF TRAINING	400 00	400 00	00	(400 00)	00	85 00
TOTAL MISCELLANEOUS	3,700 00	3,700 00	3,005.04	(694 96)	81.22	3,143 03
TOTAL LOW RENT ADMINISTRATION	74,344.00	74,344 00	38,013 36	(36,330 64)	51.13	64,736 69

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING JUNE 30, 2021

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>LOW RENT TENANT SERVICES</u>						
<i>SUPPLIES</i>						
901-49600-210 REC, PUB & OTHER SERVICES	4,000 00	4,000.00	1,437.75	(2,562 25)	35.94	6,416 60
<i>TOTAL SUPPLIES</i>	4,000 00	4,000.00	1,437.75	(2,562 25)	35.94	6,416 60
TOTAL LOW RENT TENANT SERVICE	4,000 00	4,000 00	1,437 75	(2,562 25)	35 94	6,416 60

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING JUNE 30, 2021

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
LOW RENT MAINTENANCE						
<i>PERSONAL SERVICES</i>						
901-49700-103 MAINT PT EMPLOYEES - REGULAR	24,000 00	24,000 00	8,990.82	(15,009 18)	37 46	17,059 86
901-49700-121 PERA (EMPLOYER)	1,800 00	1,800.00	674 30	(1,125 70)	37 46	1,268 45
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,836 00	1,836 00	619 31	(1,216 69)	33.73	1,250 92
901-49700-131 MEDICAL/DENTAL/LIFE	5,172 00	5,172 00	2,672 25	(2,499 75)	51 67	4,218 00
901-49700-151 WORKERS' COMPENSATION PREMIU	1,584 00	1,584 00	450 23	(1,133 77)	28 42	789 88
TOTAL PERSONAL SERVICES	34,392.00	34,392 00	13,406 91	(20,985 09)	38.98	24,587 11
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	4,000 00	4,000 00	2,988.10	(1,011 90)	74.70	2,825.38
901-49700-212 FUEL PURCHASE	200 00	200.00	00	(200 00)	.00	00
TOTAL SUPPLIES	4,200 00	4,200.00	2,988 10	(1,211 90)	71 15	2,825 38
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	35,000 00	35,000.00	11,639.80	(23,360 20)	33 28	40,761 75
901-49700-360 INSURANCE AND BONDS	11,364 00	11,364 00	00	(11,364 00)	.00	10,826 00
901-49700-370 PAYMENT IN LIEU OF TAXES	13,000 00	13,000.00	00	(13,000 00)	00	14,187 00
901-49700-381 ELECTRIC UTILITIES	36,000 00	36,000 00	18,472.96	(17,527 04)	51.31	36,458.79
901-49700-382 WATER/WASTEWATER UTILITIES	9,000 00	9,000.00	3,372.73	(5,627 27)	37 47	6,808 82
901-49700-383 GAS UTILITIES	3,000 00	3,000 00	1,378 01	(1,621 99)	45.93	1,527.75
901-49700-384 REFUSE HAULING	4,000 00	4,000 00	1,656 48	(2,343 52)	41 41	3,784.38
TOTAL OTHER SERVICES AND CHA	111,364 00	111,364 00	36,519 98	(74,844 02)	32 79	114,354 49
<i>MISCELLANEOUS</i>						
901-49700-420 DEPRECIATION EXPENSE	45,000 00	45,000 00	00	(45,000 00)	00	42,476 65
TOTAL MISCELLANEOUS	45,000 00	45,000 00	.00	(45,000 00)	00	42,476 65
<i>IMPROVEMENTS/BETTERMENTS</i>						
901-49700-501 REPLACEMENT OF EQUIPMENT	3,000 00	3,000.00	00	(3,000 00)	.00	.00
901-49700-502 BETTERMENTS AND ADDITIONS	3,000 00	3,000 00	00	(3,000 00)	.00	00
TOTAL IMPROVEMENTS/BETTERM	6,000 00	6,000 00	00	(6,000.00)	00	.00
TOTAL LOW RENT MAINTENANCE	200,956 00	200,956 00	52,914 99	(148,041 01)	26 33	184,243 63

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING JUNE 30, 2021

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	279,300 00	279,300 00	92,366 10			255,396.92
NET REVENUES OVER EXPENDITURE	00	.00	26,748.53			42,006 98

CITY OF CAMBRIDGE
BALANCE SHEET
JUNE 30, 2021

CAPITAL FUND PROGRAM-HUD

<u>ASSETS</u>			
904-10200	EDA OPERATING ACCOUNT-CAPITAL	9,620 00	
		<u> </u>	
	TOTAL ASSETS		<u>9,620.00</u>
 <u>LIABILITIES AND EQUITY</u>			
 <u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE		
	REVENUE OVER EXPENDITURES - YTD	9,620 00	
		<u> </u>	
	BALANCE - CURRENT DATE	9,620.00	
		<u> </u>	
	TOTAL FUND EQUITY		<u>9,620.00</u>
	TOTAL LIABILITIES AND EQUITY		<u>9,620 00</u>

CITY OF CAMBRIDGE
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING JUNE 30, 2021

FUND 904 - CAPITAL FUND PROGRAM-HUD

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>							
904-33160	HUD CAPITAL GRANTS	35,000 00	35,000.00	9,620 00	25,380 00	27.49	27,525 00
	TOTAL INTERGOVERNMENTAL REVE	35,000 00	35,000 00	9,620 00	25,380 00	27.49	27,525 00
	TOTAL FUND REVENUE	35,000 00	35,000 00	9,620 00			27,525 00

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING JUNE 30, 2021

FUND 904 - CAPITAL FUND PROGRAM-HUD

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>OTHER FINANCING USES</u>							
904-49300-720	TRANSFERS OUT	35,000 00	35,000 00	00	(35,000 00)	.00	27,525.00
	<i>TOTAL FUNCTION 7</i>	35,000.00	35,000 00	00	(35,000.00)	00	27,525 00
	TOTAL OTHER FINANCING USES	35,000 00	35,000 00	00	(35,000.00)	00	27,525 00

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING JUNE 30, 2021

FUND 904 - CAPITAL FUND PROGRAM-HUD

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	35,000 00	35,000 00	00			27,525 00
NET REVENUES OVER EXPENDITURE	00	00	9,620 00			00

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2021

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST</u>						
205-36210 INTEREST EARNINGS	00	00	00	00	00	12,253 79
TOTAL INTEREST	00	00	.00	00	.00	12,253 79
<u>MALL OPERATING REVENUES</u>						
205-37200 MISCELLANEOUS	00	00	00	00	.00	500.00
205-37220 RENTAL FEES	240,000 00	240,000 00	136,588 14	103,411 86	56.91	272,360 81
TOTAL MALL OPERATING REVENUES	240,000 00	240,000 00	136,588 14	103,411 86	56 91	272,860 81
<u>TRANSFERS FROM OTHER FUNDS</u>						
205-39203 TRANSFERS FROM OTHER FUNDS	130,000 00	130,000 00	00	130,000.00	.00	294,391 00
TOTAL TRANSFERS FROM OTHER FU	130,000 00	130,000 00	00	130,000 00	.00	294,391 00
TOTAL FUND REVENUE	370,000 00	370,000 00	136,588 14			579,505 60

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2021

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
EDA ADMINISTRATION						
<i>PERSONAL SERVICES</i>						
205-41930-101 FULL-TIME EMPLOYEES - REGULAR	.00	.00	00	00	00	152,366 87
205-41930-112 EDA MEETING PAYMENTS	2,500 00	2,500 00	875 00	(1,625.00)	35 00	1,189 84
205-41930-121 PERA (EMPLOYER)	00	.00	00	00	.00	7,544 47
205-41930-122 FICA/MEDICARE (EMPLOYER)	191 00	191 00	66 93	(124 07)	35.04	7,480 92
205-41930-131 MEDICAL/DENTAL/LIFE	00	00	(1,519 80)	(1,519 80)	00	19,560 30
205-41930-133 DEDUCTIBLE CONTRIBUTION	00	00	00	00	.00	1,200 00
205-41930-151 WORKERS' COMPENSATION PREMIU	00	00	.00	00	00	371.55
205-41930-154 HRA/FLEX FEES	00	00	00	00	00	68 65
TOTAL PERSONAL SERVICES	2,691 00	2,691 00	(577.87)	(3,268 87)	(21 47)	189,782 60
<i>SUPPLIES</i>						
205-41930-201 OFFICE SUPPLIES	250 00	250 00	.00	(250 00)	00	228 99
205-41930-221 REPAIR & MAINT VEH/EQUIPMENT	200 00	200.00	00	(200 00)	00	00
205-41930-240 SMALL TOOLS & MINOR EQUIPMENT	3,300 00	3,300 00	.00	(3,300 00)	.00	00
TOTAL SUPPLIES	3,750 00	3,750 00	.00	(3,750 00)	00	228 99
<i>OTHER SERVICES & CHARGES</i>						
205-41930-304 MISC PROFESSIONAL SERVICES	5,000 00	5,000 00	1,768.87	(3,231 13)	35 38	3,675 00
205-41930-313 IT MGMT & BACKUP	3,000 00	3,000 00	2,881.20	(118 80)	96 04	5,330 40
205-41930-321 TELEPHONE/CELLULAR	1,400 00	1,400 00	471 30	(928 70)	33 66	1,084 45
205-41930-331 TRAVEL/MEALS/LODGING	800 00	800 00	.00	(800.00)	.00	6.10
205-41930-334 MILEAGE REIMBURSEMENT	1,200 00	1,200 00	00	(1,200.00)	00	202 40
205-41930-351 LEGAL NOTICES/ORD PUB	200 00	200 00	00	(200 00)	00	20 00
205-41930-360 INSURANCE AND BONDS	2,100 00	2,100.00	.00	(2,100 00)	00	1,922 49
205-41930-381 ELECTRIC UTILITIES	00	.00	562 92	562.92	.00	1,744 69
205-41930-382 WATER/SEWER/STORM PROPERTY A	75 00	75 00	.00	(75 00)	.00	41.86
205-41930-383 GAS UTILITIES	00	.00	108 07	108 07	00	456 92
TOTAL OTHER SERVICES & CHARG	13,775 00	13,775 00	5,792 36	(7,982.64)	42 05	14,484 31
<i>MISCELLANEOUS</i>						
205-41930-407 HWY 95 PROPERTY ACQ MAINT EXP	15,000 00	15,000 00	6,240 00	(8,760 00)	41 60	26,080 00
205-41930-408 PROPERTY ACQ MAINT EXP	00	00	9,600.00	9,600 00	00	00
205-41930-430 MISCELLANEOUS	00	.00	56 00	56.00	00	46 00
205-41930-433 DUES AND SUBSCRIPTIONS	2,800 00	2,800 00	875 00	(1,925 00)	31 25	295.00
205-41930-440 SCHOOLS & MEETINGS	1,500 00	1,500 00	400.00	(1,100 00)	26 67	704 00
205-41930-451 TAX ABATEMENT-MOTEK/TEAM IND	30,000 00	30,000.00	00	(30,000.00)	00	28,618 78
205-41930-489 IND PARK MARKETING	10,500 00	10,500 00	00	(10,500 00)	00	2,400 00
205-41930-497 EDA ADM-WEB SITE MAINT	3,000 00	3,000.00	00	(3,000.00)	.00	00
TOTAL MISCELLANEOUS	62,800 00	62,800 00	17,171.00	(45,629.00)	27 34	58,143 78
TOTAL EDA ADMINISTRATION	83,016 00	83,016 00	22,385.49	(60,630 51)	26 97	262,639 68

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2021

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
MALL OPERATING EXPENSES						
<i>PERSONAL SERVICES</i>						
205-47000-101 FULL-TIME EMPLOYEES - REGULAR	27,654.00	27,654.00	14,085.59	(13,568.41)	50.94	28,009.77
205-47000-102 FULL-TIME EMPLOYEES - OVERTIME	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
205-47000-103 TEMPORARY EMPLOYEE	7,000.00	7,000.00	3,303.32	(3,696.68)	47.19	4,006.79
205-47000-121 PERA (EMPLOYER)	4,904.00	4,904.00	1,056.42	(3,847.58)	21.54	2,088.36
205-47000-122 FICA/MEDICARE (EMPLOYER)	5,003.00	5,003.00	1,295.17	(3,707.83)	25.89	2,367.24
205-47000-131 MEDICAL/DENTAL/LIFE	8,642.00	8,642.00	4,901.28	(3,740.72)	56.71	8,321.40
205-47000-133 DEDUCTIBLE CONTRIBUTION	600.00	600.00	.00	(600.00)	.00	.00
205-47000-151 WORKERS' COMPENSATION PREMIU	2,593.00	2,593.00	454.03	(2,138.97)	17.51	1,266.71
205-47000-154 HRA/FLEX FEES	100.00	100.00	20.10	(79.90)	20.10	34.35
TOTAL PERSONAL SERVICES	57,496.00	57,496.00	25,115.91	(32,380.09)	43.68	46,094.62
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	200.00	200.00	110.49	(89.51)	55.25	255.34
205-47000-212 GASOLINE/FUEL	125.00	125.00	.00	(125.00)	.00	23.87
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	15,000.00	15,000.00	3,373.68	(11,626.32)	22.49	10,980.21
205-47000-240 SMALL TOOLS	1,000.00	1,000.00	14.99	(985.01)	1.50	3,463.44
TOTAL SUPPLIES	16,325.00	16,325.00	3,499.16	(12,825.84)	21.43	14,722.86
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	350.00	350.00	124.53	(225.47)	35.58	252.97
205-47000-360 INSURANCE AND BONDS	6,000.00	6,000.00	.00	(6,000.00)	.00	4,976.00
205-47000-381 ELECTRIC UTILITIES	20,500.00	20,500.00	7,795.80	(12,704.20)	38.03	14,855.22
205-47000-382 WATER/WASTEWATER UTILITIES	5,200.00	5,200.00	2,364.58	(2,835.42)	45.47	5,009.37
205-47000-383 GAS UTILITIES	4,200.00	4,200.00	1,583.72	(2,616.28)	37.71	2,250.46
205-47000-384 REFUSE HAULING	6,800.00	6,800.00	2,093.82	(4,706.18)	30.79	5,195.18
TOTAL OTHER SERVICES & CHARG	43,050.00	43,050.00	13,962.45	(29,087.55)	32.43	32,539.20
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	16,000.00	16,000.00	4,895.64	(11,104.36)	30.60	31,905.05
205-47000-413 BNSF PARKING LOT LEASE	1,750.00	1,750.00	2,421.50	671.50	138.37	1,716.20
205-47000-440 SCHOOLS & MEETINGS	.00	.00	.00	.00	.00	20.00
205-47000-489 OTHER CONTRACTED SERVICES	12,000.00	12,000.00	186.00	(11,814.00)	1.55	(20)
205-47000-499 MALL ROOF PROJECT	.00	.00	3,815.50	3,815.50	.00	31,875.20
TOTAL MISCELLANEOUS	29,750.00	29,750.00	11,318.64	(18,431.36)	38.05	65,516.25
TOTAL MALL OPERATING EXPENSES	146,621.00	146,621.00	53,896.16	(92,724.84)	36.76	158,872.93

CITY OF CAMBRIDGE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING JUNE 30, 2021

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	229,637 00	229,637 00	76,281 65			421,512 61
NET REVENUES OVER EXPENDITURE	140,363.00	140,363 00	60,306.49			157,992 99

CAMBRIDGE EDA MEETING
 August 16, 2021
 BILLS LIST

Disbursement Type:	Date:	Check Numbers:	Submitted For Approval
Prepaid Checks	6/16/2021	120287 - 120329	1,164.32
Prepaid Checks	6/23/2021	120354 - 120385	6.52
Prepaid Checks	6/30/2021	120428 - 120467	246.60
Prepaid Checks	7/8/2021	120488 - 120539	18,034.82
Prepaid Checks	7/14/2021	120544 - 120613	152,707.59
Prepaid Checks	7/21/2021	120628 - 120665	1,278.72
Prepaid Checks	7/30/2021	120695 - 120746	106.51
Prepaid Totals			173,545.08

TOTAL SUBMITTED FOR APPROVAL

\$173,545.08

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA disbursements from 6/10/21-8/9/2021.

Caroline Moe 8/9/2021
 Caroline Moe, Director of Finance signature & date

Linda Gerlach 8-10-2021
 Linda Gerlach, Finance Clerk signature & date

Vendor	Vendor Name	Description	Net Invoice Amount
958	Capital One	Materials/Operating Supplies - Bridge Park	25.42
	Total 958:		25.42
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
1648	East Central Exterminating	June Service - Bridge Park	145.00
	Total 1648:		145.00
3056	Lake Superior Laundry Inc.	Mall Rugs	72.05
	Total 3056:		72.05
3189	LePage and Sons	Trash and Recycle Service - City Hall/Mail	362.62
	Total 3189:		362.62
3521	Menards	Materials - Operating Supplies - Bridge Park	20.03
	Total 3521:		20.03
4567	Precision Property Maintenan	Property Maintenance Services - Lawn Care Bridge	350.00
	Total 4567:		350.00
5261	Star Quality Glass	Service Call - Bridge Park	184.95
	Total 5261:		184.95
	Grand Totals:		1,164.32

Dated: 6/16/2021

City Treasurer: Caroline Dine

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/21	06/16/2021	120287	958	Capital One	901-20100	25.42
06/21	06/16/2021	120289	1140	Cintas Corporation	205-20100	4.25
06/21	06/16/2021	120296	1648	East Central Exterminating	901-20100	145.00
06/21	06/16/2021	120308	3056	Lake Superior Laundry Inc	205-20100	72.05
06/21	06/16/2021	120309	3189	LePage and Sons	205-20100	362.62
06/21	06/16/2021	120315	3521	Menards	901-20100	20.03
06/21	06/16/2021	120324	4567	Precision Property Maintenance	901-20100	350.00
06/21	06/16/2021	120329	5261	Star Quality Glass	901-20100	184.95
Grand Totals.						<u>1,164.32</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
3521	Menards	Maintenance Supplies - Mail	2.27
	Total 3521:		2.27
	Grand Totals:		6.52

Dated: 6/23/2021

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/21	06/23/2021	120354	1140	Cintas Corporation	205-20100	4.25
06/21	06/23/2021	120385	3521	Menards	205-20100	2.27
Grand Totals:						<u>6.52</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			4.25
3006	Kramer Mechanical Plumbing	Repairs - Bridge Park Apt	146.00
Total 3006:			146.00
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Contract Base Rate	11.25
Total 3543:			11.25
5801	Verizon Wireless	wireless phone service - Economic Development	22.83
5801	Verizon Wireless	wireless phone service - Maintenance Dept	20.76
5801	Verizon Wireless	wireless phone service - Bridge Park	41.51
Total 5801:			85.10
Grand Totals:			246.60

Dated: 6/30/2021

City Treasurer: Caroline Nwe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/21	06/30/2021	120428	1140	Cintas Corporation	205-20100	4.25
06/21	06/30/2021	120444	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	146 00
06/21	06/30/2021	120447	3543	Metro Sales, Inc	901-20100	11 25
06/21	06/30/2021	120467	5801	Verizon Wireless	901-20100	85 10
Grand Totals						<u>246 60</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			4.25
3189	LePage and Sons	Trash and Recycle Service - Bridge Park	276.08
Total 3189:			276.08
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance August	763.50
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance August	1,145.25
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance August	381.75
Total 3258:			2,290.50
3501	MEI Total Elevator Solutions	July Monthly Service - Bridge Park	271.04
Total 3501:			271.04
5426	Team Industries Cambridge In	Tax Abatement per Agreement 15.047.0072	14,004.55
Total 5426:			14,004.55
5819	Viking Automatic Sprinkler Co	Annual Sprinkler Testing - Mall	300.00
Total 5819:			300.00
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint Protecti	444.20
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint Protecti	444.20
Total 5965:			888.40
Grand Totals:			18,034.82

Dated: 7/8/2021City Treasurer: Caroline Rowe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/21	07/08/2021	120488	1140	Cintas Corporation	205-20100	4.25
07/21	07/08/2021	120500	3258	I.U O E Local 49 Fringe Benefit Fund	901-20100	2,290.50
07/21	07/08/2021	120507	3189	LePage and Sons	901-20100	276.08
07/21	07/08/2021	120510	3501	MEI Total Elevator Solutions	901-20100	271.04
07/21	07/08/2021	120531	5426	Team Industries Cambridge Inc.	205-20100	14,004.55
07/21	07/08/2021	120535	5819	Viking Automatic Sprinkler Company	205-20100	300.00
07/21	07/08/2021	120539	5965	White Bear IT Solutions LLC	901-20100	888.40
Grand Totals						18,034.82

Vendor	Vendor Name	Description	Net Invoice Amount
306	ARC Irrigation, LLC	Fertilization - Bridge Park	137.00
Total 306:			137.00
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			4.25
1648	East Central Exterminating	July Service - Bridge Park	145.00
Total 1648:			145.00
3056	Lake Superior Laundry Inc.	Mall Rugs	72.05
3056	Lake Superior Laundry Inc.	Mall Rugs	72.05
Total 3056:			144.10
3189	LePage and Sons	Trash and Recycle Service - City Hall/Mall	346.24
Total 3189:			346.24
4567	Precision Property Maintenanc	Property Maintenance Services - Lawn Care	1,000.00
4567	Precision Property Maintenanc	Property Maintenance Services - Lawn Care	1,500.00
4567	Precision Property Maintenanc	Property Maintenance Services - Lawn Care	140.00
Total 4567:			2,640.00
5808	Versacon, Inc.	City Hall Roof Replacement - Pay App No 4	149,291.00
Total 5808:			149,291.00
Grand Totals:			152,707.59

Dated: 7/14/2021

City Treasurer: Caroline Truel

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/21	07/14/2021	120544	306	ARC Irrigation, LLC	901-20100	137 00
07/21	07/14/2021	120558	1140	Cintas Corporation	205-20100	4 25
07/21	07/14/2021	120565	1648	East Central Exterminating	901-20100	145 00
07/21	07/14/2021	120576	3056	Lake Superior Laundry Inc	205-20100	144 10
07/21	07/14/2021	120579	3189	LePage and Sons	205-20100	346 24
07/21	07/14/2021	120595	4567	Precision Property Maintenance	901-20100	2,640 00
07/21	07/14/2021	120613	5808	Versacon, Inc	205-20100	149,291 00
Grand Totals						<u>152,707 59</u>

Vendor	Vendor Name	Description	Net Invoice Amount
958	Capital One	Tenant Services - Bridge Park	41.96
	Total 958:		41.96
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
1648	East Central Exterminating	Service Call - Bridge Park	175.00
	Total 1648:		175.00
2411	Hillyard Inc.	Maintenance Supplies - Mall	101.59
	Total 2411:		101.59
3006	Kramer Mechanical Plumbing	Repairs - Bridge Park Apt	870.57
	Total 3006:		870.57
4661	Quill Corporation	Office Supplies - Bridge Park	85.35
	Total 4661:		85.35
	Grand Totals:		1,278.72

Dated: 7/21/2021City Treasurer: Caroline Drol

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/21	07/21/2021	120628	958	Capital One	901-20100	41 96
07/21	07/21/2021	120631	1140	Cintas Corporation	205-20100	4 25
07/21	07/21/2021	120636	1648	East Central Exterminating	901-20100	175 00
07/21	07/21/2021	120643	2411	Hillyard / Minneapolis	205-20100	101 59
07/21	07/21/2021	120646	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	870 57
07/21	07/21/2021	120665	4661	Quill Corporation	901-20100	85 35
Grand Totals:						<u>1,278.72</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			4.25
5801	Verizon Wireless	wireless phone service - Economic Development	40.01
5801	Verizon Wireless	wireless phone service - Maintenance	20.75
5801	Verizon Wireless	wireless phone service - Bridge Park	41.50
Total 5801:			102.26
Grand Totals:			106.51

Dated: 7/30/2021

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/21	07/30/2021	120695	1140	Cintas Corporation	205-20100	4.25
07/21	07/30/2021	120746	5801	Verizon Wireless	205-20100	102.26
Grand Totals:						<u>106.51</u>

Pursuant to due call and notice thereof, a special meeting of the Cambridge Economic Development Authority (EDA) was held on Tuesday, July 27, 2021 at Cambridge City Center, 300 3rd Ave NE, Cambridge, Minnesota, 55008.

Members Present: EDA members Bob Shogren, Mark Ziebarth, Jim Godfrey and Kersten Conley.

Members Absent: EDA member Lisa Iverson.

Staff present: Executive Director Moe, City Administrator Vogel (via Zoom), and Assistant City Administrator Lewis.

Call to Order

Shogren called the meeting to order at 5:01 p.m.

Approval of Agenda

Godfrey moved, seconded by Conley, to approve the agenda. Upon roll call, the motion passed unanimously on a 4/0 vote.

New Business

*Correct Title Work for a Parcel of Land
(Lot 1, Block 1, PH Commons, Isanti County, Minnesota)*

Vogel informed the EDA members of an error on the original platting of Lot 1, Block 1, or PH Commons. The document should have been signed by the Cambridge EDA president and vice president, but had been signed by the Cambridge City Council president and vice president. Vogel said that even though the Cambridge City Council members are also the Cambridge EDA members, it is “clouding” the title work. He presented two documents to the EDA members that would retroactively give the City permission from the EDA to plat the land and would also provide the current owner a quick claim from the Cambridge EDA to ensure the initial sale has been recorded correctly. Godfrey moved, seconded by Conley, to approve an EDA consent to plat along with the quick claim deed for Lot 1, Block 1, PH Commons. Upon roll call, Shogren, Conley, Godfrey, and Ziebarth all voted aye and the motion passed unanimously on a 4/0 vote.

Adjournment

Godfrey moved, seconded by Conley, to adjourn the meeting at 5:07 p.m. Motion carried unanimously.

Bob Shogren, President

ATTEST:

Caroline Moe, Executive Director

3E Housing Supervisor Report

Date: *August 16, 2021*

To: *EDA Board of Commissioners*

From: *Deb Barrett, Housing Supervisor*

Re: *Report on EDA Housing Operations*

Public Housing:

- Submitted MTCS Report (Vacancy report). Received 2 vacate notices for the end of September. One resident is moving to California to be closer to her family and the other resident is moving back to the cities to be closer to his family.
- Processed rent checks, month end for July and ACH for August
- Josh from Surface Specialist was out on July 29, 2021, explained the process of repairing/resurfacing the shower stalls/bathtub and answered questions from the residents that we're in attendance.
- Shower stalls/bathtub Capital Project will be starting on Monday, August 23, 2021.

Prepared by: Deb Barrett

Background:

Staff is requesting that the EDA Board approve the attached Resolution approving establishment of the payment standards of the fair market rent and undated utility allowance effective September 1, 2021.

In metropolitan areas, HUD defines Small Areas using Zip Codes within the metropolitan area. Using Zip Codes as the basis for FMRs provides tenants with greater ability to move into Opportunity Neighborhoods with jobs, public transportation, and good schools. They also provide for multiple payment standards within a metropolitan area, and they are likely to reduce for extensive market area rent reasonableness studies. Lastly, HUD hopes that setting FMRs for each Zip Code will reduce overpayment in lower-rent areas.

Isanti County is part of the Minneapolis-St. Paul-Bloomington, MN-WI Hud Metro FMR Area.

The FY 2021 Minneapolis-St. Paul-Bloomington, MN-WI HUD Metro FMR Area Small Area FMRs for All Bedroom Sizes in ZIP Code 55008

FY2021 SAFMRs By Unit Bedrooms

One-Bedroom
\$930

Recommendation

Motion for EDA Board Members to approve the EDA Resolution No. EDA R21-003

EDA RESOLUTION NO. EDA R21-003

Resolution approving new Payment Standard established on HUD Fair Market Rents for FY 2021 and updated Utility Allowance effective September 1, 2021

WHEREAS, the Cambridge EDA Board of Commissioners pass a resolution adopting payment standards based on HUD Fair Market Rents for FY 2021 and updated Utility Allowance.

WHEREAS, after careful examination and discussion of same, on a motion made by _____, seconded by _____ it was unanimously resolved that the Payment Standard and utility allowances be approved, and the President and the Executive Director were directed to execute the same on behalf of the Authority.

BE IT FURTHER RESOLVED, that the President and Executive Director are hereby authorized to execute this agreement.

President

Executive Director

CERTIFICATION

State of Minnesota)
County of Isanti) ss
City of Cambridge)

I, Robert Shogren, President of the Cambridge Economic Development Authority, do hereby certify that the above resolution is a true and correct copy of the resolution adopted by the Board of Commissioners of the Authority on this 16th day of August 2021.

Robert Shogren

Prepared by: Deb Barrett

Background:

Residents have asked about having a light installed on the south side of the maintenance/resident garage so, that they can see to walk their dog to the back of the garage to go potty. At the time the garage was built in 2014 there was no lighting installed on the south side.

Please find attached a proposal I have received from Bassing Electric for \$480.00. Proposal from Bassing is good for 30 days from proposal date.

Fiscal note—Bridge Park Budget has adequate amounts in its contract maintenance line item to fund this proposed action.

Recommendation:

Authorize Executive Director to sign the proposal with Bassing Electric



BASSING ELECTRIC

A DIVISION OF SSE

13720 Lincoln Street NE
Suite C
Ham Lake, MN 55304
Phone: 763-434-3298
Fax: 763-434-7182

Page 1
763-552-3278

ELECTRICAL WIRING PROPOSAL

Date July 22, 2021 No. 19-1321
Customer Bridge Park Apartments
121 Fern Street
Address Cambridge, MN 55008
Attn: Deb
Location of Job 121 Fern Street, Cambridge, MN

SPECIFICATIONS OF JOB

FURNISH AND INSTALL THE FOLLOWING TO ADD PHOTOCELL CONTROLLED LED LIGHT ON REAR OF GARAGE

- > Install 1900/1 gang extension at interior GFI. Install conduit inside, up and over to light location approximately 10' - 15'. Penetrate wall to back of garage.
- > Furnish and install (1) Lithonia TWS-LED-P1-50K-MVOLT-PE-DDB-M4 LED wall pack light with integral photocell. Center on rear of garage.

We hereby offer to furnish all labor and material necessary to complete the above described electrical wiring installations in a good and workmanlike manner.

For the sum of **FOUR HUNDRED EIGHTY** Dollars (\$ **\$480.00**) or on a time and material basis, if no sum is indicated. Payment for work completed on a monthly basis, with payment in full upon completion. This proposal may be withdrawn by us if not accepted within 30 days from above date.

Respectfully submitted:

ACCEPTANCE

The above proposal and terms of payment are hereby accepted and you are authorized to do the work as specified.

BASSING ELECTRIC
Brian Moore, President

PROPOSER

DATE SIGNED

CUSTOMER SIGNATURE

"You, the buyer, may cancel this purchase at any time prior to midnight of the third business day after the date of this purchase. See notice of cancellation form for an explanation of this right on back."